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EXTRAORDINARY

PART II—Section 3—Sub-section (i)

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 MINISTRY OF HOME AFFAIRS
 NOTIFICATION

New Delhi, the 11th January 1963

G.S.R. 93.—In exercise of the powers conferred by section 28 of the Defence of India Act, 1962 (51 of 1962), the Central Government hereby makes the following rules, namely:—

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL
 IN NATIONAL SERVICE) RULES, 1963

1. **Short title and commencement.**—(1) These Rules may be called the Defence of India (Employment of Technical Personnel in National Service) Rules, 1963.

(2) They shall come into force at once.

2. **Definitions.**—In these rules, unless the context otherwise requires,—

- (a) "Act" means the Defence of India Act, 1962 (51 of 1962);
- (b) "appeal" means an appeal under sub-section (7) of section 23 of the Act or rule 17 of these rules;
- (c) "Form" means a form set out in the Appendix to these rules;
- (d) "section" means a section of the Act;
- (e) "Schedule" means a Schedule appended to these rules;
- (f) "Technical Personnel (Reinstatement) Tribunal" means a Tribunal constituted under sub-section (2) of section 24;
- (g) "Tribunal" means a National Service Tribunal constituted under section 21.

3. **Notified Occupations.**—The occupations specified in the Schedule shall be "notified occupations" for the purposes of Chapter V of the Act.

4. **Composition, functions, powers and procedure of National Service Tribunals.**—(1) A Tribunal shall consist either of two members or of three members as the Central Government may, by notification in the Official Gazette, appoint and one of the members shall be designated as the chairman.

(2) A Tribunal shall have power to associate with itself in its deliberations such other persons as it thinks fit, but the persons so associated shall act in an advisory capacity only and shall, if they are not Government servants, be invited to attend sittings of the Tribunal only when matters with which they are particularly concerned are to be discussed.

(3) A Tribunal may meet at such times and places as it thinks fit and shall meet when required to do so by the Central Government.

(4) A Tribunal shall determine its procedure and shall have the powers of a civil court for the purpose of recording evidence, administering oaths, enforcing the attendance of witnesses and compelling the discovery and production of documents and shall be deemed to be a civil court within the meaning of sections 480 and 482 of the Code of Criminal Procedure, 1898, and a court for the purposes of clause (aa) of the proviso to section 200 of that Code.

(5) Every Tribunal shall keep accounts supported by vouchers of all money received and expended during each financial year.

(6) In the discharge of its functions under Chapter V of the Act, the Tribunal shall comply with such directions as the Central Government may give to it.

5. Enquiries by Tribunals.—(1) A Tribunal may take steps to ascertain particulars of technical personnel employed in any establishment (including a notified establishment), the suitability of such personnel for employment in the national service, and the capacity of the establishment to release such personnel or any part thereof for such employment, having regard to the nature of work in which such personnel or part is engaged.

(2) For purposes of sub-rule (1), the Tribunal may—

- (a) summon the employer of any establishment or any employee of such establishment to appear before it and furnish such information as it may require;
- (b) authorize one of its members or any officer appointed by it to enter upon and inspect any premises occupied by such establishment and call for any information whether documentary or otherwise which appears to it to be necessary;
- (c) authorize any officer appointed by it to enter upon any premises occupied by the establishment and test the technical skill of such persons as the Tribunal may by order in writing direct;
- (d) require any establishment to afford such facilities as the Tribunal may, specify for testing the skill of any technical personnel whether such personnel is employed by such establishment or not,

and the employer of the establishment and any employee of such establishment shall comply with any requisition made in this behalf by or under authorization from the Tribunal.

(3) No person shall be authorised under clause (c) of sub-rule (2) by a Tribunal to enter upon premises occupied by an establishment and test the technical skill of any person in the employment of such establishment unless the Tribunal has previously consulted the establishment with regard to the suitability of the person selected and given due weight to its views.

(4) An establishment may during the consultation provided for in sub-rule (3) request that the tests referred to therein be carried out jointly by the person selected by the Tribunal and by a person belonging to the managerial or supervisory grades of technical personnel to be nominated by the establishment, and any such request shall be complied with by the Tribunal.

(5) The Tribunal may pay to any person whom it may authorize to visit an establishment and test the technical skill of specified persons, travelling expenses on the same scale as that provided in the State or Union territory concerned for the purposes of section 544 of the Code of Criminal Procedure, 1898.

6. Collection of information by Tribunals or by employment exchanges.—A Tribunal may call upon or require the local employment exchange to call upon the employers of any or all establishments within the jurisdiction of the Tribunal or the local employment exchange—

- (a) to furnish such particulars of the technical personnel in the employ of those establishments and within such time as the Tribunal may specify; and
- (b) to register in Form A all persons belonging to notified occupations within such time as the Tribunal or the local employment exchange, as the case may be, may specify, and thereafter to report all changes in the particulars so registered as they occur.

7. Payment of travelling expenses to persons summoned to appear before Tribunals under rule 5.—A Tribunal before whom any person is summoned to

appear under rule 5 shall pay to such person travelling expenses on the scale referred to in sub-rule (5) of that rule.

8. Persons undergoing test to be treated as on duty.—(1) Any person who is directed by the Tribunal under clause (c) of sub-section (2) of section 23 to present himself at a specified place for interview or inquiry or submission to a test of his technical skill shall, if he is employed, be treated by his employer as if he were on duty during the period of his absence from work for such purpose and the employer shall make no deduction from his salary or wages on account of such absence:

Provided that where the period of such absence from work exceeds one day, the salary or wages for any period in excess of one day shall be paid by the Tribunal.

(2) The Tribunal shall pay to any person whom it may direct under clause (c) of sub-section (2) of section 23 to present himself at a specified place for interview, inquiry or submission to a test of his technical skill travelling expenses on the scale referred to in sub-rule (5) of rule 5.

(3) All orders passed by a Tribunal under clause (c) of sub-section (2) of section 23 shall be issued in Form L and copies shall be forwarded to the establishment (if any) by which the persons who are to be present for interview, inquiry or test are employed.

9. Procedure for requiring release of personnel or directing personnel to undertake employment in the national service.—(1) Before passing an order under clause (a) of sub-section (2) or sub-section (4) of section 23, the Tribunal shall hold a summary inquiry at which any objections raised by the establishment required to release the technical personnel concerned or by the person to be taken into employment in the national service or to be transferred from one form or place of employment in such service to another, as the case may be, shall be considered and briefly recorded:

Provided that in the case of unemployed technical personnel or personnel who are to be taken into employment in the national service in a place in which they are already employed, a Tribunal may dispense with the holding of a summary inquiry.

(2) Notices in Form H or J, as the case may be, stating the time and place fixed for the holding of the inquiry referred to in sub-rule (1) shall be sent to the establishment (if any) and the technical personnel concerned in sufficient time to enable them to submit their objections, if any, to the Tribunal.

(3) No order shall be passed by a Tribunal requiring an establishment to release technical personnel for employment in the national service unless such Tribunal is satisfied that the work on which the personnel is to be engaged is more essential to the defence of India and civil defence, the efficient conduct of military operations, or the maintenance or increase of supplies and services essential to the life of the community than that on which it is for the time being employed, and has recorded its reasons in brief for arriving at such a decision.

(4) No order shall be passed by a Tribunal requiring the employer of a notified establishment to release any technical personnel for employment in the national service or transferring such personnel from one form or place of employment in such service to another except with the consent in writing of the employer.

(5) All orders passed by a Tribunal under clause (a) of sub-section (2) or sub-section (4) of section 23 shall be issued in Form B, C or C-I, respectively.

(6) Copies of all orders passed by a Tribunal under clause (a) of sub-section (2) of section 23 directing any technical personnel to undertake employment in the national service or sub-section (4) of section 23 shall be forwarded to both the old and new employers.

10. Salary or wages to be paid to persons taken into employment in the national service.—(1) The Central Government or, as the case may be, the Tribunal shall fix the salary or wages to be paid to any person taken into employment in the national service under clause (b) of sub-section (1), or clause (a) of sub-section (2), or transferred from one form or place of employment in the national service to another under sub-section (4), of section 23 (such person being hereafter in these rules referred to as the said person) having due regard to the nature of the employment which he is to undertake and the salary or wages of which he was in receipt in his previous employment (if any).

(2) Subject to the provisions of sub-rule (3), the said person shall not be entitled to receive a salary or wages higher than he received in the post in which he was last employed unless it can be shown that the work on which he is to be engaged is of a more responsible or arduous nature.

(3) In fixing the salary or wages to be paid to the said person, the Central Government or, as the case may be, a Tribunal shall endeavour to ensure that his economic position does not suffer by reason of his being taken into such employment or of his being so transferred.

(4) The salary or wages fixed by the Central Government or, as the case may be, by the Tribunal under this rule, shall be paid by the notified establishment.

11. Terms of service of persons taken into employment in the national service.—

(1) The said person shall, if the Central Government or, as the case may be, the Tribunal so directs, be permitted to continue to subscribe to any provident or superannuation fund or other scheme relating to gratuity, bonus or other benefit for the advantage of employees maintained or managed by the establishment by which he was formerly, or in the case of transfer originally, employed under the same terms and conditions as if he had continued to be employed by such establishment.

(2) When any person is permitted by the Central Government or, as the case may be, by a Tribunal to avail himself of the privilege referred to in sub-rule (1)—

(a) the establishment by which he was originally released for employment in the national service shall keep open his account and receive such subscriptions as may in accordance with the rules of such Fund be payable from time to time as if the subscriber were still in its employment; and

(b) the notified establishment in which the person has been taken for employment in the national service or to which he has been transferred shall make such contributions to the Fund from time to time as were formerly payable by the establishment by which the person was originally released.

12. Leave.—(1) The said person shall, if the Central Government or, as the case may be, the Tribunal so directs, continue to be eligible subject to such conditions as may be laid down by the Central Government or, as the case may be, by the Tribunal, for such leave with pay as was admissible to him in the previous employment or original employment, as the case may be, and the notified establishment into which he has been taken in the national service or to which he has been transferred shall grant him such leave at its own cost.

(2) The Central Government or, as the case may be, a Tribunal may, if it considers it necessary to do so, direct that the said person shall, for every completed period of twelve months' employment in the national service, be granted by the notified establishment in which he is employed leave with pay to enable him to visit his home and that the period of such leave shall be not less than seven consecutive days in addition to the days occupied in transit.

13. Free Accommodation, medical attention, etc.—The Central Government or, as the case may be, a Tribunal may, after ascertaining that the necessary facilities are available and having regard to the status of the said person and the general practice of the establishment direct that the said person shall be provided with such amenities as free accommodation and free medical attention as may be specified and the employer shall comply with such direction.

14. Hours of work and overtime.—In dealing with persons taken into employment in the national service the employer shall in all cases apply the rules relating to hours of work and overtime rates in force in the notified establishment so far as the rules are not inconsistent with any law for the time being in force.

15. Pay and allowances in transit.—(1) Any person taken into employment in the national service or transferred from one place of such employment to another shall be paid by the Tribunal on the first occasion of his repatriation to the place or the new place of such employment travelling expenses at such rates as may be fixed by the Tribunal having regard to his status and mode of life:

Provided that no travelling expenses shall be payable, if the distance to the place or the new place of such employment from the previous place of employment, or if he is unemployed, from his actual place of residence when so taken does not exceed five miles.

(2) The salary or wages of any person who is already employed and is directed to undertake employment in the national service or who is transferred from one place of employment in the national service to another shall, for the period of transit, be paid by the new employer at such rates as may be fixed in this behalf by the Central Government or, as the case may be, by the Tribunal.

16. Payment of travelling expenses on termination of employment in the national service.—(1) The employer of any notified establishment in which any person taken into employment in the national service is employed at the time of the final termination of such employment, shall, if the Tribunal or, as the case may be, the Central Government so directs, pay to such person travelling expenses to the original place of his employment, or if he was unemployed when first taken into employment in the national service, to his original place of residence, at such rates as may be fixed by the Tribunal, or, as the case may be, the Central Government, having regard to his status and mode of life:

Provided that no travelling expenses shall be payable if the distance to such place of employment or place of residence does not exceed five miles.

(2) Any person who was employed at the time when he was directed to undertake employment in the national service, shall, on the final termination of such employment, be paid salary or wages for the period of transit for returning to his former employment, by the employer under whom he is employed at the time of such termination, at such rates as may be fixed in this behalf by the Tribunal or the Central Government, as the case may be.

17. Appeals against orders passed under certain Rules.—An appeal shall lie to the Central Government against any order passed by a Tribunal under any of the rules 10, 11, 12, 13, 15, 16 and 24.

18. Report of orders under section 23(2)(b).—(1) Before issuing an order under clause (b) of sub-section (2) of section 23, a Tribunal shall report the nature of the personnel to be trained and the terms and conditions on which it is proposed to order the training to be undertaken, to the Central Government and shall pass orders only after receiving the approval of that Government.

(2) Every order passed by a Tribunal under clause (b) of sub-section (2) of section 23 shall be issued in Form C-II.

19. Authorities by whom medical examinations to be carried out.—(1) The medical authority before whom a person may be ordered to appear under sub-section (6) of section 23 shall be the Civil Surgeon of the local area in which such person is employed or usually resides, or such other medical officer as the Central Government may by order in writing appoint for this purpose.

(2) If any person who has been ordered to submit himself to be examined by the officer referred to in sub-rule (1) questions the decision of that officer, he may be ordered by the Tribunal or the Central Government, as the case may be, to appear before a Civil Medical Board to be convened by the State Government.

20. Reinstatement.—(1) Any person who is entitled to be reinstated in his former employment, under sub-section (1) of section 24, if he desires to be reinstated, shall send an application for reinstatement to the former employer by registered post before the expiry of a period of four months from the date of the termination of the applicant's employment in the national service or if a Technical Personnel (Reinstatement) Tribunal, on application made to it in this behalf, is satisfied that by reason of illness or other sufficient cause, the application for reinstatement could not be made before the expiry of the said period, such extended period as the Technical Personnel (Reinstatement) Tribunal may allow:

Provided that the Technical Personnel (Reinstatement) Tribunal shall not allow an extended period as aforesaid unless it is satisfied that the application made to it was made as early as possible.

(2) The conditions of employment of any person reinstated in his former employment under sub-section (1) of section 24 shall be determined with due regard to the additional skill and experience acquired by him in the course of his employment in the national service and shall in no case be less favourable to him than those which would have been applicable to him had he not been released for employment in the national service.

Provided that, if the employer refuses to reinstate such person, or denies his liability to reinstate such person or if for any reason the reinstatement of such person is represented by the employer to be impracticable or unreasonable or if

the conditions of re-employment cannot be agreed upon, either party may refer the matter to a Technical Personnel (Re-instatement) Tribunal and that Tribunal shall, after due consideration, pass an order either exempting the employer from the provisions of this sub-rule or requiring him to re-employ such person on such terms as, having regard to the additional skill and experience acquired since his release as aforesaid, it thinks suitable or to pay to such person a sum in compensation for failure to re-employ him not exceeding an amount equal to six months' remuneration at the rate it thinks suitable as aforesaid.

(3) If any employer fails to obey an order passed by a Technical Personnel (Reinstatement) Tribunal under the proviso to sub-rule (2), he shall be punishable with fine not exceeding one thousand rupees, and the court by which he is convicted may, in addition to any other penalty, order him, if he is not already so required by the Technical Personnel (Reinstatement) Tribunal, to pay the person whom he has failed to re-employ a sum not exceeding an amount equal to six months' remuneration at the rate at which his last remuneration was payable to him by the employer; and any amount so required by the Technical Personnel (Reinstatement) Tribunal to be paid, or so ordered by the court to be paid, shall be recoverable as if it were a fine imposed by such court.

(4) Where an employer terminates the employment of a person whom under sub-section (1) of section 24 it was his duty to reinstate, within a period of six months from the date of reinstatement, he shall, notwithstanding anything to the contrary contained in the conditions of employment, be liable to pay such person at the time of terminating his employment as aforesaid a sum equal to the remuneration which such person would have earned under the terms of re-employment agreed, or fixed by the Technical Personnel (Reinstatement) Tribunal, during the unexpired portion of the said period:

Provided that an employer shall not be liable to make such payment as aforesaid where the employment is terminated for the reason that such person has been guilty of gross insubordination, habitual absence from work or any serious misconduct or has been convicted of any criminal offence:

Provided further that a person whose employment is terminated within the said period for any such reason as aforesaid may refer the matter to a Technical Personnel (Reinstatement) Tribunal and that Tribunal shall after due consideration decide whether or not the employer is liable as aforesaid under this sub-rule; and such decision shall be final and binding on the parties.

Explanation:—Any sum required to be paid under this sub-rule shall be in addition to the amount, if any, which the employer may, under the conditions of employment, be liable to pay in respect of termination of the employment without notice.

(5) The duty imposed by sub-section (1) of section 24 upon an employer to reinstate in his employment a person such as is described in that sub-section shall attach to an employer who, before such person is actually released for or taken into employment in the national service, terminates his employment in circumstances such as to indicate an intention to evade the duty imposed by that sub-section, and such intention shall be presumed until the contrary is proved if the termination of the employment takes place after the issue of an order of requirement by a National Service Tribunal or the Central Government for the release of such person for employment in the national service or after the issue of a direction to such person under clause (c) of sub-section (2) of section 23.

21. Technical Personnel (Reinstatement) Tribunals.—The Central Government shall constitute for such areas and such places as it thinks fit Technical Personnel (Reinstatement) Tribunals to hear and decide any matters referred to them or applications made to them under rule 20.

(2) A Technical Personnel (Reinstatement) Tribunal shall consist of three members to be nominated by the Central Government of whom one, who shall be chairman of the Technical Personnel (Reinstatement) Tribunal, shall be a member who is, or has been, or is eligible for appointment as, a District and Sessions Judge.

(3) No person serving as a member of a National Service Tribunal shall, while so serving, be a member of a Technical Personnel (Reinstatement) Tribunal.

(4) A Technical Personnel (Reinstatement) Tribunal may meet at such times and places as it thinks fit and shall meet when required to do so by the Central Government.

(3) At any meeting of a Technical Personnel (Reinstatement) Tribunal, the Chairman and any other member of the Technical Personnel (Reinstatement) Tribunal, shall constitute a quorum.

(4) A technical Personnel (Reinstatement) Tribunal shall have the powers of a civil court for the purpose of receiving evidence, administering oaths, enforcing the attendance of witnesses and compelling the discovery and production of documents, and shall be deemed to be a civil court within the meaning of sections 480 and 482 of the Code of Criminal Procedure, 1898, and a court for the purposes of clause (aa) of the proviso to section 200 of that Code.

22. Control regarding discharge and dismissal under section 25(2). (1) Every discharge or dismissal of any person included in the definition of technical personnel by an employer of an establishment shall be with the previous permission in writing of the Tribunal, and if any such employer releases or removes from one establishment (including a notified establishment) to another any such person, he shall give notice in writing of such release or removal within a period of seven days and such notice shall—

(a) state reason for the release or removal, and

(b) be sent by registered post or under a certificate of posting;

Provided that it shall not be necessary for the employer of any establishment (including a notified establishment) to obtain such permission to discharge or dismiss a person included in the definition of technical personnel if such person—

(a) was engaged on probation but has not been confirmed;

(b) was engaged for a period specified in his written agreement of service, if that period has expired;

(c) was engaged for the completion of a piece of work of the nature of which was specified in writing at the time of his engagement and which has been completed;

(d) is certified by a registered medical practitioner to be physically unfit for the work or for the class of work in which he is engaged;

(e) has, in the opinion of the employer, been guilty of gross insubordination, habitual absence from work or any serious misconduct or has been convicted of any criminal offence; or

(f) is the subject of an adverse police report; but in all such cases the employer concerned shall give notice in writing to the Tribunal of the discharge or dismissal and the reasons thereof within twenty-four hours of the discharge or dismissal.

(2) Every order passed by a Tribunal under sub-rule (1) shall be communicated to the employer of the establishment making the application as expeditiously as possible, and in any case, within fifteen days of the despatch of such application, failing which the Tribunal's permission shall be assumed to have been obtained by such employer.

(3) In considering applications for the grant of permission under clause (a) of sub-section (1) of section 25 or under sub-rule (1), the Tribunal shall be guided solely by the consideration whether in its opinion the services of the person who wishes to leave his employment or training or whom the employer proposes to discharge or dismiss, as the case may be, can be employed most effectively in connection with work of national importance in his existing employment or training.

23. Control regarding the engagement of technical personnel.—(1) A Tribunal may under sub-section (2) of section 25 control the engagement of technical personnel by establishments (including notified establishments) by general order published in the press when the order is of general application, or by a special order when the order is of special application directing:—

(a) that no establishment shall offer employment to any technical personnel or class of technical personnel employed in notified establishments except through or with the general or special approval of the Tribunal or an officer authorised by it in this behalf;

(b) that no advertisement for technical personnel or any specified class thereof shall be issued or published in the press by any establishment or class

of establishments except through or with the general or special approval of the Tribunal or an officer authorised by it in this behalf;

- (c) that no establishment other than a notified establishment shall engage technical personnel already in employment, on a higher wage than that drawn by the technical personnel in the existing employment, without the consent in writing of the Tribunal or an officer authorised by it in this behalf;
- (d) that no technical personnel or class of technical personnel employed in notified establishments shall seek or apply for employment elsewhere except with the previous sanction in writing of the Tribunal or an officer authorised by it in this behalf;
- (e) that previous approval of the Tribunal or an officer authorised by it in this behalf shall be necessary for the engagement by any establishment, other than a notified establishment, of such class or classes of technical personnel as may be specified;
- (f) that any or all establishments shall forward to the Tribunal or an officer authorised by it in this behalf—
 - (i) particulars of all vacancies for technical personnel in their establishments other than vacancies reserved for their own apprentices, immediately on their occurrence;
 - (ii) a report in such form as may be supplied by the Tribunal or the officer stating, in the case of technical personnel recommended for appointment to vacancies—
 - (a) whether the personnel have been engaged by the establishment; or
 - (b) if the personnel have not been employed, the reasons of the establishment for not engaging them;
 - (iii) particulars of any technical personnel it may engage after a specified date, in such form and within such period as the Tribunal or the officer may direct;
- (g) that with effect from a specified date any or all establishment; shall issue to all or any specified classes of technical personnel employed therein for a period of not less than one month, who are discharged dismissed or released by or from the establishments or who are permitted by the Tribunal to leave their employment in such establishments a service certificate in Form 'O', or if the employee is already in possession of such a certificate, make such additions to the certificate, as will bring it up-to-date. The certificate shall be issued, or if the employee is already in possession of such a certificate the additions to the certificate shall be made, on or before the date on which the employee whose services are terminated receives his wages;
- (h) that no establishment shall engage any person included in the definition of technical personnel unless he produces either a service certificate in Form 'O' or an introduction card from an Employment Exchange specified by the Tribunal in this behalf.

(2) Every person included in the definition of technical personnel shall, when accepting employment in an establishment, report to the employer thereof the name and address of the employer under whom he was last employed and the date on which he left the last employment.

(3) Every establishment shall report to the Tribunal the name and address of any person included in the definition of technical personnel who leaves his employment in the establishment without the permission in writing of the Tribunal. The report shall be sent so as to reach the Tribunal within three days of the event.

Explanation.—For the purpose of this rule, a person shall be deemed to leave his employment if he absents himself from work for more than ten consecutive days without the permission of the employer.

24. Refixation of wages of technical personnel to whom permission to leave employment is refused.—(1) If in considering under clause (b) of sub-section

(1) of section 25 the salary or wages of a person to whom permission to leave his employment has been refused, a Tribunal is satisfied that the salary or wages paid by the employer, is less than the rate prevailing for technical personnel of such person's class in the locality concerned, it may increase the rate to such extent as will raise it to the prevailing rate, and if that rate is less than the amount which the person concerned would have received had he been permitted to leave his employment, and the Tribunal is satisfied that there exist special reasons for the higher rate so offered or obtainable, the Tribunal may further increase the rate to such an extent as it considers fair and reasonable:

Provided that the total salary or wages so fixed shall not exceed the prevailing rate by more than ten per cent.

(2) In considering under clause (b) of the said sub-section the terms of service other than salary or wages of a person to whom permission to leave his employment has been refused, the Tribunal shall be guided by the general practice of the industry concerned, having due regard to local conditions and the status of the person concerned, and may if necessary grant allowance not exceeding ten per cent of the salary or wages fixed under sub-rule (1) in lieu of any amenities which are usually provided by the industry but for which no facilities exist at the place where such person is employed.

25. Procedure for submission of appeals.—(1) Every appeal shall be written in English in Form D or E, as the case may be, and sent within one month of the date of the order appealed against to the Secretary to the Government of India, Ministry of Labour and Employment (Directorate General of Employment and Training) through the Tribunal which issued the order. In forwarding an appeal, the Tribunal shall enclose the record of the proceedings which gave rise to the appeal, or authenticated copies of such proceedings, together with an explanation on each of the points raised by the appellant. The Tribunal may at its discretion withhold any appeal sent after one month of the date of the order appealed against.

(2) The decision of the Central Government on all appeals will be conveyed to the Tribunal concerned which shall communicate it without delay to the appellants.

26. Maintenance of registers by notified establishments.—Every notified establishment shall keep a register in Form F of the technical personnel taken into its employment in the national service under clause (b) of sub-section (1) of section 23 or clause (a) of sub-section (2) of section 23 or transferred to it under sub-section (4) of section 23.

27. Maintenance of Registers by Tribunals.—Every Tribunal shall maintain a Register in such form as it deems suitable of all technical personnel directed to undertake employment in the national service under clause (b) of sub-section (1) of section 23 or clause (a) of sub-section (2) of section 23 or transferred from one form or place of employment in the national service to another under sub-section (4) of section 23 showing the notified occupations to which they belong, the establishments by which they were released or from which they were transferred, the notified establishments in which they were directed to undertake employment or to which they were transferred, the terms of service fixed and the result of the appeals, if any.

28. Applications under section 22(2).—Every application for technical personnel made to a Tribunal or the Central Government under sub-section (2) of section 22 shall be submitted in Form K.

29. Forms of orders under section 25.—(1) Every order passed by a Tribunal under sub-section (1) of section 25 shall be issued in Form G.

(2) Every application made or notice given to a Tribunal by an employer in any establishment under sub-rule (1) of rule 22 shall be in Form M or Form M-1, as the case may be, and if the Tribunal so directs, all applications from technical personnel to leave their employment shall be submitted to it in Form N.

30. Orders by the Central Government under Section 23(1) or (4).—Before passing an order under sub-section (1) or (4) of section 23, the Central Government may, if it considers it necessary so to do, direct the local Tribunal to hold a summary inquiry, and thereupon the Tribunal shall hold such inquiry in

accordance, as near as may be, with the provisions of sub-rules (1) and (2) of rule 9 and submit a report to the Central Government.

31. **Authorities over whose signature orders, notices, etc., to be issued.**—All orders of a Tribunal in Forms B, C, C-I, C-II, G or L, notices in Form H or J and copies of or extracts from, any other orders or directions given by a Tribunal under Chapter V of the Act or these rules shall be issued over the signature of the Chairman of the Tribunal or of an officer of the Tribunal authorised by the Chairman in writing in this behalf.

32. **Penalty.**—(1) If any person contravenes the provisions of sub-rule (1) of rule 8, sub-rule (4) of rule 10, sub-rule (2) of rule 11, any of the rules 12 to 16 (both inclusive), sub-rule (1) or sub-rule (3) of rule 23 or rule 28, he shall be punishable with fine not exceeding one thousand rupees.

(2) If any person contravenes the provisions of rule 6, sub-rule (1) of rule 22 or sub-rule (2) of rule 23, he shall be punishable with imprisonment for a term not exceeding six months, or with fine not exceeding one thousand rupees, or with both.

SCHEDULE

(See Rule 3)

LIST OF NOTIFIED OCCUPATIONS

Occupation	N.C.O. Code Number
PROFESSIONAL, TECHNICAL AND RELATED WORKERS	
Architect	000·20
Civil Engineer, General	001·10
Civil Engineer, Highways	001·20
Civil Engineer, Sanitation	001·30
Overseer, Civil Engineering	001·50
Civil Engineers, other	001·80
Mechanical Engineer, General	002·00
Designer, Machines	002·10
Tool Engineer	002·15
Mechanical Engineer, Production	002·30
Mechanical Engineer, Maintenance	002·35
Mechanical Engineer, Automobile	002·40
Mechanical Engineer, Aeronautical	002·45
Mechanical Engineer, Air Conditioning	002·60
Mechanical Engineer, Other	002·80
Electrical Engineer	003·20
Tele-Communication Engineer, General	003·30
Radio Engineer, Tele-Communication	003·35
Microwave Engineer, Tele-Communication	003·45
Line Communication Engineer, Tele-Communication	003·50
Electrical Engineers, other	003·80
Chemical Engineer, General	004·20
Metallurgist, Extractive	005·10
Metallurgist, Physical	005·20
Mining Engineer, General	006·10
Surveyor, Topographical	007·10
Plane Tabler	007·30
Leveller	007·35
Traverser	007·40
Surveyors, Other	007·80
Glass Technologist	009·29
Planning Engineer	009·50
Estimator, Engineering	009·53
Methods Engineer	009·56
Industrial Engineer	009·59
Works, Inspector, Engineering	009·62

Occupation	N.C.O. Code No.
Instrument Engineer	009·65
Safety Engineer	009·68
Chemist, General	010·10
Chemist, Specialised	010·15
Physicist, General	012·10
Physicist, Specialised	012·15
Chemists, Physicists, Geologists and Other Physical Scientists	019·10
Physician, General	030·10
Surgeon, General	030·15
Ear, Nose and Throat Specialist	030·35
Orthopaedist	030·75
Dentist	035·10
Anaesthetist	039·10
Radiologist	039·40
General Nurse	040·00
Pharmacist	043·10
Sanitary Inspector	046·10
X-Ray Technician	049·10
Teacher Engineering, University, Technical and other Allied Institutes	050·50
Draughtsman, Architectural	090·10
Draughtsman, Civil	090·15
Draughtsman, Mechanical	090·25
Draughtsman, Structural	090·35
Draughtsman, Electrical	090·45
Cartographer	090·60
Tracer	099·10

MINERS, QUARRYMEN AND RELATED WORKERS

Driller Machine	502·10
Driller, Hand	502·20
Shot Firer	503·10

WORKERS IN TRANSPORT AND COMMUNICATION OCCUPATIONS

Driver, Launch	610·50
Pilot, Aircraft General	620·30
Pilot Aircraft, Specialised	620·40
Flight Engineer	621·30
Navigator, Aircraft	622·30
Driver, Railway Engine (Steam).	630·10
Driver, Car	641·10
Driver, Truck	641·30
Driver, Fire-Brigade Vehicle	641·35

CRAFTSMAN AND PRODUCTION PROCESS WORKERS

(a) Supervisory—

Supervisor Mechanic, Precision Instrument, General	B 740·00
Supervisor Tool Setter, General	B 750·60
Supervisor Sheet Metal Worker, General	B 754·00
Supervisor Electrician, Aircraft	B 760·15
Supervisor Rigger	B 873·10

(b) Craftsmen—

Converter Blower	730·28
Furnace Operator	730·34
Furnace Mistry, Cupola	730·64
Charger, Cupola	730·68
Furnaceman Pit Furnace	730·84
Heat Treating Furnace Operator	730·88

Occupation	NCO Code No.
Cogger	732·10
Manipulator	732·15
Roller Sheet Mill	732·35
Operator Hot Rolling Mill (Non-Ferrous Metal)	732·45
Roller, Hot Rolling Mill (Non-Ferrous Metal)	732·50
Blacksmith	733·10
Power Hammer Operator	733·20
Stamper	733·30
Hammerman	733·40
Moulder, General	734·10
Coremaker	734·40
Mechanic, Precision Instrument, General	740·00
Mechanic, Precision Instrument, Mechanical	740·10
Mechanic, Typewriter & Calculating Machine	740·20
Assembler, Precision Instrument	740·25
Mechanic, Precision Instrument, Electrical	740·30
Mechanic Optical Instrument	740·40
Fitter, General	750·10
Fitter, Bench	750·15
Tool, Maker	750·20
Jig and Fixture Maker	750·25
Jig Borer	750·30
Die Maker	750·35
Die Sinker, Hand	750·40
Die Copying Machine Operator	750·45
Profiling Machine Operator	750·50
Tool Setter, General	750·60
Tool Setter, Press	750·65
Setter, Forging Press	750·70
Setter, Automatic Machine	750·75
Turner	751·10
Metal Spinner	751·12
Turret & Capstan Lathc Operator	751·15
Shaper	751·20
Planer	751·22
Slotter	751·26
Miller	751·30
Gear Cutter	751·32
Heavy Duty End-Mill Operator	751·35
Driller, General	751·40
Radial Driller	751·42
Tower Drilling Machine Operator	751·45
Borer	751·50
Cylinder Borer	751·52
Grinder, General	751·55
Grinder, Crankshaft	751·58
Grinder, Tool & Cutter	751·62
Surface Grinder	751·65
Thread Grinder	751·67
Honer	751·70
Lapper	751·72
Power Press Operator, Metal	751·75
Dividing Machine Operator	751·83
Assembler, Workshop Machines & Equipment	752·10
Mechanic, Aircraft (Engine Overhauling)	753·18
Mechanic, Petrol Engine	753·25
Mechanic, Automobile	753·27
Fitter, Automobile	753·30
Mechanic, Diesel Engine	753·35
Tractor Mechanic	753·40
Mechanic, Road Roller	753·42
Mechanic, Stationery Steam Engine	753·47
Fitter, Stationery Steam Engine	753·49
Fitter, Marine	753·51
Fitter, Loco	753·53

Occupation

N.J.C. O.
Code
No.

Fitter, Railway Carriage & Wagon	753·55
Mechanic, Maintenance	753·58
Mechanic, Refrigeration & Air Conditioning Unit	753·68
Armourer	753·70
Mechanic General	753·76
Sheet Metal Worker, General	754·00
Sheet Metal Worker, Structural	754·10
Sheet Metal Machine Operator	754·20
Tin Smith	754·40
Plumber, General	755·10
Pipe Fitter	755·20
Welder, Gas	756·10
Welder, Electric	756·20
Welder, Machine	756·30
Gas Cutter	756·40
Plater	757·10
Tubsmith Boiler	757·35
Boiler Maker	757·40
Revetter	757·70
Electroplater	758·30
Enameller, Hand	758·40
Galvanizer	758·60
Viewer, Workshop	759·10
Engraver	759·20
Pantograph Machine Operator	759·25
Embosser, Block	759·30
Shot Blaster	759·50
Polisher	759·60
Toolmakers, Machinists, Plumbers, Welders and Related Workers, Other	759·80
Electrician, General	760·10
Electrician, Automobile	760·20
X-Ray Mechanic	760·25
Switch Board Attendant	760·30
Operator, Back Wiring	761·20
Assembly Operator (Radio Manufacturing)	761·30
Electrical Fitter	761·35
Adjuster, Relays	761·40
Radio Mechanic	762·10
Radio Craftsman (Maintenance)	762·20
Radar Mechanic	762·30
Installation Mechanic, Telephone and Telegraph	763·10
Maintenance Mechanic, Telephone and Telegraph	763·15
Teleprinter Mechanic	763·30
Lineman, Light and Power	764·20
Wireman, Light and Power	764·25
Cable Joiner, Light and Power	764·40
Radio Technician (Radio Manufacturing)	769·40
Armature Winder	769·45
Coil, Winder, Machine	769·50
Battery Servicing Man	769·60
Battery Repairer	769·62
Operator, Impregnation Plant (Electrical Equipment Manufacturing)	769·75
Carpenter, General	770·00
Carpenter, Constructional	770·10
Carpenter, Structural	770·20
Pattern Maker, Wood	770·70
Shipwright, Wood	771·10
Carpenter, Boat Building	771·55
Wood Sawyer Machine, General	772·10
Wood Machinist, General	772·30
Wood Turner, Machine	772·33
Coach Builder, Railway	773·20
Body Builder, Other Vehicles	773·80

Occupation	N.C.O. Code No.
Cabinet Maker	775·20
Wood Polisher	779·63
Saw Grinder, Machine	779·70
Carpenters, Joiners, Cabinet Makers, Coopers and Related Workers, Other	779·80
Painter, General	780·00
Painter, Spray	780·35
Stone Mason	791·10
Bricklayer, Construction	791·20
Bricklayer, Fire-Brick	791·30
Transferer, Photomechanical	805·40
Blower (Glass)	812·10
Blower, Laboratory Apparatus (Glass)	812·15
Blowing Machine Operator (Glass)	812·20
Pressman (Glass)	813·20
Lens Grinder	814·10
Lens Polisher	814·12
Ball Mill Operator (Cement & Ceramics)	815·30
Pug Mill Operator (Ceramics)	815·50
Slip Maker (Ceramics)	815·55
Filter Press Operator (Ceramics)	815·60
Rollerman (Foodgrains)	820·30
Processman, Chemical	831·10
Repairer, Tyre	851·60
Tablet Machine Operator (Plastics)	852·10
Mould Setter (Plastics)	852·30
Injection Moulding, Machine Operator (Plastics)	852·35
Compression Moulding Machine Operator (Plastics)	852·40
Steam Engine Driver	870·10
I. C. Engine Driver	870·15
Air Compressor Operator	870·20
Boiler Tindal	871·10
Boiler Attendant, Coal Fired	871·20
Driver, Steam Crane	872·10
Crane Operator, Diesel/Electrical	872·15
Mobile Crane Operator	872·30
Overhead Crane Operator	872·40
Rigger	873·10
Slinger	873·20
Bulldozer Operator	874·10
Scraper Operator	874·15
Grader Operator	874·40
Road Roller Driver	874·60
Fork Lift Truck Operator	875·45
Tractor Driver, Construction	879·10

APPENDIX

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN NATIONAL SERVICE) RULES, 1963.

FORM A

[See rule 6(b)]

Name of establishment.....

Register of technical personnel

Name	Age	Apprentice ship Training			Technical Training			Practical Experience (in Chronological order)				
		Name of establishment	Departments where employed	Time spent in such Department	School or College	Particulars of course	Duration	Name of establishment	Capacity in which employed	Duration	Pay	Details of experience gained, i.e. type of jobs dealt with
1	2	3	4	5	6	7	8	9	10	11	12	13

**THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICES) RULES 1963**

FORM B

Order requiring an establishment to release Technical Personnel
[See section 23 rule 9(5)]

In exercise of the powers conferred on us by clause (a) of sub-section (2) of section 23 of the Defence of India Act, 1962, we do hereby order and require you the employer of

to release on or before the
196 the technical personnel described below for employment in the national service in a notified establishment viz.

situated at.

Personnel

Name	Date of birth	Occupation
-------------	----------------------	-------------------

.....
.....

Chairman or authorised officer,
National Service Tribunal.

Dated the 196 .

To

.....
.....

**THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICES) RULES 1963**

FORM C

Order directing technical personnel to take up employment in the national service..

[(See section 23 and rule 9(5)]

In exercise of the powers conferred on us by clause (a) of sub-section (2) of Section 23 of the Defence of India Act 1962, we do hereby direct and require you Shri.

of son of
of by occupation
to undertake employment in the national service as being a notified establishment
in situated at
We do further direct and require you to report yourself to for
duty in the said establishment not later than the 196 .

2. The following terms of service have been fixed by us in accordance with Rules 10 to 12 and 15 of the Defence of India (Employment of Technical Personnel in National Service) Rules, 1963.

(1) Salary or wages, including allowance, if any.

.....
.....

(2) Provident Fund (if any).

.....
.....

- (3) Gratuity (if any).....
- (4) Bonus (if any).....
- (5) Leave.....
- (6) Travelling allowance.....
- (7) Salary or wages during transit.....
- (8) Other concessions (if any).....

Note : Your attention is drawn to Rule 20 under which if on the termination of your employment in the national service you do not apply to your present employer for re-instatement within a period of four months from the date of such termination you will be liable to forfeit the right to reinstatement.

Chairman or authorised officer,
National Service Tribunal.

Dated.....the.....196

To

.....

.....

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN NATIONAL SERVICE) RULES, 1963

FORM C—I

Order transferring technical personnel from one form of place of employment in the national service to another

[See section 23 and rule 9(5)]

In exercise of the powers conferred by sub-section (4) of section 23 of the Defence of India Act 1962 we do hereby order that Shri son of.....
of..... by occupation be transferred from.....
.....being a notified establishment as.....
and to direct the said Shri to report himself
to..... for duty in the said establishment not later than
the.....196

2. The following terms of Service have been fixed in accordance with Rules 10 to 12, 13 and 15 of the Defence of India (Employment of Technical Personnel in National Service) Rules 1963.

- (1) Salary or wages , including allowance, any.....
- (2) Provident fund (if any).....
- (3) Gratuity (if any).....
- (4) Bonus (if any).....
- (5) Leave.....
- (6) Travelling allowance.....
- (7) Salary or wages during transit.....
- (8) Other concessions (if any).....

Chairman or authorised officer,
National Service Tribunal,

Dated.....the.....1963.

To

.....
.....
.....

FORM C—II

Order requiring an establishment to provide training as Technical Personnel.

[See Section 23 and rule 18(2)]

In exercise of the powers conferred on us by clause (b) of sub-section (2) of Section 23 of the Defence of India Act, 1962, we do hereby order and require you the employer of..... to take in to your establishment the following persons for training as technical personnel, namely..... before the..... 196, within..... months from the date of this order, on the terms and conditions specified below, and you are hereby warned that on the expiry of..... months from the date of this order an equivalent number of technical personnel will be removed from your establishment for work of national importance elsewhere.

Terms and conditions

.....
Chairman or authorised officer
National Service Tribunal.

Dated..... the..... 196.

To

.....
.....
.....

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963.

FORM D

Form of appeal to be used by establishments.

[See section 23(7) and rule 25]

1. Name and address of establishment
2. Name and address of employer of establishment
3. Name of Manager
4. Establishment in which engaged
5. Details of personnel called up (including the occupation to which the personnel belongs).....
6. Terms of service fixed by Tribunal
7. Brief particulars of order appealed against
8. Grounds of appeal

Place.....

Signature of Appellant.

Dated.....

FORM E

[See section 23(7) and rule 25]

- Place

Signature of Appellant.

Date.....

FORM F

(See rule 26).

Sl. No.	Name	Father's name	Home Address	If married, number of dependents	Occupation	Date of birth	Establishment by which released or from which transferred	Date of release or transfer	Terms of Service
1	2	3	4	5	6	7	8	9	10

**THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963**

FORM G

Order requiring establishments to post notices on their premises.

(See section 25 and rule 29)

In exercise of the powers conferred on us by sub-section (1) of section 25 of the Defence of India Act, 1963, we do hereby require you the employer of.....
being an establishment—

- (1) to post before the 196 and keep posted and maintain in a legible condition in the language generally spoken in the locality or/and in..... in conspicuous places on your premises and at least at every entrance normally used by your employees a notice (in the attached form)* making known the provisions of sub-sections (1) and (2) of section 25 of the Defence of India Act, 1962 (reproduced hereunder);
- (2) to read out the notice in the language generally spoken in the locality once in every month to all the persons working on the premises; and
- (3) to intimate the following address as the place to which applications to the Tribunal may be addressed:—

.....
.....

*Chairman or authorised officer,
National Service Tribunal.*

Dated.....the.....196

To

Relinquishment of employment by, dismissal of, and engagement by establishment of, technical personnel.

25(1) Subject to any rules made in this behalf, a National Service Tribunal may require any establishment (including a notified establishment) to post before a specified date and to keep posted, on its premises notices intimating that—

- (a) no person included within the definition of technical personnel who is employed in the establishment shall at any time after the posting of the notice, leave his employment without the previous permission in writing of the National Service Tribunal;
- (b) if the National Service Tribunal refuses such permission, that tribunal may lay down, subject to the prescribed conditions, the terms of service on which the employer shall, continue to retain him in employment;
- (c) if any such person leaves his employment without the previous permission in writing of the Tribunal as aforesaid he may be directed by the Tribunal to return to his employment.

(2) After notices referred to in sub-section (1) have been posted on the premises of any establishment (including a notified establishment), no employer in the establishment shall engage, discharge or dismiss any person included in the definition of technical personnel except in accordance with rules made in this behalf.

*Strike out if no form is provided by the Tribunal.

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963

FORM H

Notice of summary enquiry to establishments

[See rule 9(2)]

.....the employer ofan
establishment situated at is hereby informed that a summary enquiry
will be held under sub-rule (1) of rule 9 of the Defence of India (Employment of Technical Personnel
in National Service) Rules, 1963 at A.M./P.M. on the 196
at to determine whether the said establishment should be required to release the
undernoted technical personnel

employment in the national service

for

transfer to another form /place of employment in the national service.

If the said employer of the establishment has any objection to put forward to the release/
transfer of the said personnel he should submit the same to the Tribunal on or before the above
mentioned date and may, if he so desires, appear before the Tribunal on that date at the time fixed,
failing which, orders will be passed *ex-parte*.

Name	Date of birth	Technical Personnel	Occupation
.....
.....
.....

.....
Chairman or authorised officer,
National Service Tribunal

Dated the 196
To

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963

FORM J

Notice of summary enquiry to Technical Personnel

[See rule 9 (2)]

Shri son of by occupation
..... at present employed in is hereby
informed that a summary enquiry will be held under sub-rule (1) of rule 9 of the Defence of India
(Employment of Technical Personnel in National Service) Rules, 1963 at
A.M./P.M. on the 1963 at to determine
whether he should be directed to undertake employment in the national Service.

transferred to another form/place of employment in the national service.

If Shri has any objection to put forward to being directed to undertake
employment/being transferred, he should submit the same to the Tribunal on or before the above-
mentioned date and may, if he wishes it, appear before the Tribunal on that date at the time fixed
failing which, orders will be passed *ex-parte*.

.....
Chairman or authorised officer,
National Service Tribunal.

Dated the 196
To

.....
.....
.....

**THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963**

FORM K

Application for Technical Personnel

[See section 22(2) and rule 28]

1. Name and address of the notified establishment
2. Name and address of employer making the application
3. Technical personnel required (give details of occupations wanted)
4. Purpose for which personnel is required (state nature and purpose of work on which the personnel is to be employed)
5. State salary or wages paid to similar personnel in the notified establishment
6. Does the establishment maintain a Provident Fund or Superannuation Fund or any fund or scheme for the benefit of the employees? If so, give details
7. Does the establishment allow leave or holidays with pay to its employees? If so give details.
8. Does the establishment provide (1) free accommodation (2) free medical attention, or (3) any other amenities for its employees? If so, give details
9. I hereby apply under the provisions of section 22(2) of the Defence of India Act, 1962, for the allotment of the technical personnel described in item 3 above to being a notified establishment. I have read and understood the provisions of sub-section (2) of Section 22 of the Defence of India Act, 1962.

Dated.....the.....196 ..

Signature of Employer.

To

.....
.....
.....

**THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963**

FORM L

Order directing Technical Personnel to present themselves for interview, inquiry and submission to a test of their skill.

[See section 23(2)(c) and rule 8(3)]

In exercise of the powers conferred on us by clause (c) of sub-section (2) of section 23 of the Defence of India Act, 1962, we do hereby direct and require you Shri..... son of of by occupation..... to present yourself before..... at on the 19..... at a.m./p.m. for interview/inquiry and if required submit yourself to a test of your technical skill.

2. You will be deemed to be on duty during the period of your absence from work for the purpose specified in paragraph 1 and will be entitled to receive your salary or wages from your employer for the period of your absence not exceeding one day and from the Tribunal for any period in excess of one day. You will also receive your travelling expenses from the Tribunal.

*Chairman or authorised Officer, National
Service Tribunal.*

Dated.....the.....196 ..

To

.....
.....
.....

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN NATIONAL SERVICE) RULES, 1963.

FORM M

Application for permission to discharge or dismiss technical personnel.

Notice of discharge or dismissal of technical personnel.

[See section 25 and rules 22(1) and 29]

1. Name of personnel to be discharged or dismissed
2. Address (Permanent) discharged
3. Address (Temporary)
4. Age
5. Occupation
6. Rate of Pay
7. Work on which engaged
8. Name of establishment where employed and the date from which employed
9. Address of establishment
10. Reasons for the discharge or dismissal
11. Date from which discharge or dismissal is proposed to be given effect to was
12. Skill and capabilities of technical personnel

(Please give sufficient indication to enable the Tribunal to judge to what extent the personnel may be suitable for employment in the National Service).

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN NATIONAL SERVICE) RULES, 1963

FORM M-I

Notice of release or removal of technical personnel from one establishment to another

[See section 25 and rules 22(1) and 29]

1. Name of personnel released or removed
2. Address (Permanent)
3. Address (Temporary)
4. Age
5. Occupation
6. Rate of pay in previous and present employments
7. Work on which actually engaged in previous employment
8. Work on which actually engaged in present employment
9. Name and address of the establishment where previously employed and the date from which employed
10. Name and address of the establishment where at present employed and the date from which employed
11. Reasons for release or removal
12. Date of release or removal

THE DEFENCE OF INDIA (EMPLOYMENT OF TECHNICAL PERSONNEL IN
NATIONAL SERVICE) RULES, 1963

FORM N

Application of Technical personnel for permission to leave employment

[See section 25(1) and rule 29(2)]

1. Applicant's name
2. Address (permanent)
3. Address (Temporary)
4. Age
5. Occupation
6. Rate of Pay
7. Name of establishment where employed and
the date from which employed
8. Address of the establishment
9. Reasons why applicant wishes to leave

NOTE 1.—Applicants are advised to submit this application to the Tribunal through their employers as this will save time.

NOTE 2.—Employers forwarding applications are requested—

- (i) to state on the reverse what objection, if any, they have to the grant of permission under section 25(1).
- (ii) to give sufficient details of the work on which the applicant is at present employed to indicate to what extent his services are essential or otherwise ; and
- (iii) to indicate what degree of skill at his occupation the applicant is considered to possess.

FORM O

SERVICE CERTIFICATE

(See rule 23)

PART I—PERSONNEL PARTICULARS

1. Name (in BLOCK letters)
2. Father's name
3. Religion
4. Age or date of birth
5. Home Address :—
 - (a) Village
 - (b) Post Office
 - (c) Railway Station
 - (d) Tehsil or Sub-Division
 - (e) District
 - (f) State
6. Identification marks
7. Education (State standard attained)
8. Technical education or training if any
9. Industrial Experience

PART II—DETAILS OF EMPLOYMENT

- Date of issue_____.

PART III—SUBSEQUENT EMPLOYMENTS

*NOTE—In respect of subsequent employments the particulars in "Part II—Details of employment" should be furnished by each subsequent employer.

[No./F. 3/63-Poll (Spl.)]

HARI SHARMA, Addl. Secy.

